



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	September 22, 2006	Closing Date:	October 6, 2006
Job Title:	Research Project Manager	Position Type:	Regular Full Time
PIN:	000424	FLSA Status:	Exempt
Location:	Administrative Office of the Courts - Court Research and Development Dept. Annapolis, Maryland	Grade/Salary Range:	J15 \$48,195 - \$71,188
		Entry Range:	J15 \$48,195 - \$57,761 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: As Manager within the Court Research and Development department, prepares a statistical analysis plan and performs statistical analyses on court workload for all four court levels; analyzes court statistics for anomalies; performs trend analyses to assist the administration in judicial and non-judicial staffing needs, budget preparation and judicial planning; monitors adherence to prescribed workload, performance and time standards in the courts; assists with statistical audits to ensure accurate reporting of data; recommends solutions for improvement; provides technical advice on a wide variety of projects; designs and implements statistical/analytical programs and projects; provides written status reports; researches a wide variety of topics in court administration, judicial planning, case management of court workload and court statistics; and works on special projects upon request. Coordinates Council on Jury Use & Management activities and manages Jury Inquiry database.

Education: Bachelor's Degree in Statistics, Applied Mathematics, Business or Public Administration or related field from an accredited college or university.

Experience: Five years of professional experience in statistical analysis/research.

Note: Master's Degree in Statistics, Applied Mathematics, Research, Business or Public Administration may be substituted for two years of the required experience.

Skills/Abilities: Working knowledge of statistical software programs; experience in database design and management. Ability to communicate effectively, to work independently and in a team setting; excellent interpersonal skills. Ability to develop templates or macros in Excel for non-statisticians and ability to manage multiple projects simultaneously, demonstrating a pragmatic sense of how to arrive at the best solutions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.